

California State University, Fresno Foundation

ADMINISTRATIVE SUPPORT COORDINATOR – CENTRAL CALIFORNIA CENTER FOR HEALTH AND HUMAN SERVICES JOB ANNOUNCEMENT #23-414

POSITION SUMMARY:	<p>Full-time, benefited position with the Central California Center for Health and Human Services through the California State University, Fresno Foundation. The Central California Center for Health and Human Services (CCCHHS) is an ancillary unit of California State University, Fresno and the College of Health and Human Services that serves to integrate university resources with regional needs by collaborating with government agencies, other academic institutions and community organizations to improve the health and welfare of communities located within Central California. Working with University faculty and students, the Center strives to address health issues in the central San Joaquin Valley by gathering and disseminating data through multiple programs and providing administrative and grant development support for various ancillary units and developing projects. This is a position with California State University, Fresno Foundation.</p> <p>Reporting to the Assistant Director of CCCHHS, the Administrative Support Coordinator provides administrative support to the Center. The position will provide a variety of administrative and technical duties including general administrative and clerical support, scheduling, planning documents, budget assistance, managing event logistics, data/list management, preparation of updates and reports, and interpretation and application of operational policies in support of Collaborative operations. Day-to-day work is performed with a moderate degree of autonomy and direction. The position is a full-time, non-exempt, benefited, grant funded position.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Assistant Director, the Administrative Support Coordinator will be responsible for the following duties:</p> <p><u>Fiscal Support</u></p> <ul style="list-style-type: none"> • Preparation of reimbursements for staff; use of Excel spreadsheets and Foundation database to tracking various budgets and expenses; assist with the preparation/modification of budgets. • Monitor the budget under the direction of the Assistant Director, including tracking income, staffing projections, and expenditures. • Assure all fiscal accounts and transactions follow State and Fresno Foundation policy. • Prepare and process purchase requisitions and payment authorizations for supplies and program services. • Ensure adequate record keeping and payroll processing request reimbursements from Foundation, and serve as liaison with Foundation Financial Services. • Provide regular reports to the Assistant Director on the status of Cost Centers, Trust Accounts, and Grant Funding Budgets. <p><u>Administrative/Clerical Support</u></p> <ul style="list-style-type: none"> • Perform a full range of high-level, administrative support for the Center including financial management, reviewing incoming communications, resolving issues, and managing calendars and appointment requests. • Opening and closing the Center, answering phones; greeting customers; organizing meetings; preparing meeting agendas and taking and preparing meeting notes; preparing various other external communication, including facilitating communication and networking, sending out meeting reminders and notices and keeping contact lists current; creating and editing standard spreadsheets; maintaining files and records, processing mail, gathering data, preparing standard reports and correspondence. • Coordinate the day-to-day function of the office; model superior customer service to staff, faculty and clients while maintaining a professional demeanor. • Assist with research projects, surveys, data collection. • Maintain the annual Center calendar in collaboration with leadership. • Assist with gathering data for the completion and submission of financial and annual reports. • Use standard office automation software and online programs including Microsoft Office, Publisher, Adobe Acrobat, Excel, Eventbrite, Doodle, Survey Monkey, Google forms and docs; use of Constant Contact are desirable. • Assist with website updates. • Organize, order and/or purchase supplies, materials and catering as needed. • General meeting/event planning and coordination support.

	<ul style="list-style-type: none"> • Other duties as assigned. <p>Offsite Responsibilities</p> <ul style="list-style-type: none"> • Travel to the University, Dean’s Office, and the Foundation for business related purposes, as needed. • Other duties as assigned.
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Associate’s (A.A.) degree or substantial experience in the field required • Bachelor’s (B.A.) degree preferred • Minimum of two (2) years of office/clerical experience • Preferred experience in higher education • Knowledge of current office methods, procedures, and practices • Outstanding oral and written communications skills, including knowledge of English grammar, spelling and punctuation • Demonstrated ability to: <ul style="list-style-type: none"> ○ Process-oriented, highly organized and able to comprehend systems thinking. ○ Ability to organize, plan work and projects, including handling multiple and shifting priorities/deadlines in a fast-paced work environment. ○ Build capacity for some innovation and ingenuity to meet new needs. ○ Demonstrate attention to detail and commitment to accuracy. ○ Use standard office automation software and online programs including Microsoft Word, Excel, PowerPoint, Publisher, Adobe Acrobat DC Pro, Excel, Eventbrite, Doodle, Survey Monkey, Google forms and docs, and Microsoft Access; use of WordPress, Constant Contact are desirable. ○ Use Excel spreadsheets to track budgets and expenses ○ Use the internet and e-mail functions ○ Perform arithmetic computations with minimal errors ○ Learn, independently interpret, and apply a variety of complex policies and procedures and identify deviations from policy ○ Apply effective listening, writing and oral skills and competence in interpreting and communicating procedures, policies, information, ideas and instructions ○ Maintain positive working relationships and appropriate interpersonal interactions with Center partners, stakeholders, colleagues, faculty, staff and students from diverse ethnic, cultural, and socio-economic backgrounds. ○ Work towards the stated goals and outcomes of the Center and take an active role in maintaining an understanding of these goals and outcomes. ○ Comply with University and Foundation office policies and procedures and take an active role in maintaining an understanding of these policies. • A history of punctuality and positive performance reviews • Valid driver’s license, unexpired insurance and reliable transportation as driving may be a requirement of the position.
COMPENSATION:	\$3,120 per month. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
DEADLINE:	Application review begins January 23, 2023; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.